

TERMS OF REFERENCE

Consultancy for Establishment and capacity strengthening of CSO Networks on Climate Change and Gender Justice for The She Grows the Future Project

1. Background

The She Grows the Future (SGTF) Project aims to accelerate the implementation of gender-transformative climate change adaptation policies and practices in Southeast Asia and Latin America. In Laos, Outcome 2 seeks to strengthen civil society organizations (CSOs) and networks working on climate and gender justice to enable more inclusive, equitable, and transformative climate action.

As part of this, the project will strengthen their technical and institutional capacities and establish new platforms for joint advocacy and collaboration.

This consultancy will play a critical role in laying the foundation for these activities by identifying and assessing relevant CSOs and facilitating the creation of two dedicated CSO networks: one on Climate Change and another on Gender Justice.

2. Objective

The consultancy will support CARE team to strengthen the CSO network including its capacity building. The consultant needs to identify and profile CSOs working on climate change, ecosystem conservation, and gender justice, analyze their strengths, gaps, and needs to understand how they can better engage in advocacy and policy processes and develop clear ToR of the network, capacity building plan and road map of gender and climate change.

The scope of this consultancy:

1. Exploring existing climate change and gender networks and knowledge gaps.
2. Developing Terms of Reference (ToRs) and establishing/strengthening two networks – one on Climate Change and one on Gender Justice – through participatory consultations with CSOs and stakeholders.
3. Developing initial action plans including the capacity development plan for each network in collaboration with member CSOs, outlining priority activities, advocacy agendas, and coordination mechanisms.
4. Developing the status/roadmaps on gender and climate change produced by CSOs at local level.

3. Detailed activities

Task 1: Desk Review and Inception report

- Review the government strategy and policies on climate change and gender justice.

- Develop and submit an inception report including methodology, mapping criteria, and detailed work plan.
- Review and analyses the CSO Mapping and Needs Assessment on Gender and Climate Justice report.
- Identify CSOs, networks, and alliances at national and sub-national levels (including informal and grassroots groups).

Task 2: Draft and validate Terms of Reference for the two networks

- Conduct interviews and focus group discussions with CSO representatives and stakeholders.
- Draft ToR for each network, outlining governance, membership, objectives, and operational modalities
- Develop the capacity building action plan for gender and climate change network.
- Develop the CSO roadmaps for local women's adaptation to climate change.

Task 3: Establishment of Gender and Climate Change Networks and its capacity development plan

- Facilitate consultations with CSOs to gauge interest and expectations for networking.
- Setting up CSO networks working on Climate Change.
- Setting up CSO networks working on Gender Justice.

4. Communication and Timeframe

The consultant will report to the WEE Advisor and collaborate with the partnership coordinator, project senior officer and program director. The actual working days is set at the maximum of **14 days** from Oct – Nov 2025.

5. Deliverables

No	Activities	Deliverables	No. of Days
01	Inception Report (based on task 1-3)	Final Comprehensive Inception Report including Methodology & tools, and detailed work plan.	2
02	Develop the ToRs for Two Networks Climate Change Network and Gender Justice Network	Finalised ToRs of the two networks	2
03	Establishment of CSO's Gender and Climate Change Networks	• 1st Consultation Meeting with the Lao CSO (sharing the ToRs and finalized it)	4

		• 2nd Consultation Meeting to formalize the two networks. • Final approved two CSO	
04	Develop the capacity building action plan for the CSO's gender and climate change network.	• Final capacity building action plan	2
05	Develop the CSO's Climate change adaptation and gender roadmaps.	• Final roadmap of CSO climate change adaptation and gender. • Presentation for the stakeholder	2
06	Final report	• Final report capturing the whole process of Establishing and capacity strengthening of CSO Networks on Climate Change and Gender Justice for The She Grows the Future Project	2
Total Working Days			14 Days

6. Required Qualifications and Experience

- Master's degree in social sciences, gender studies, climate/environmental studies, or related field.
- Minimum 5 years of professional experience in civil society strengthening network facilitation, gender equality, and/or climate change adaptation.
- Demonstrated strong experience in organizational capacity assessments, CSO mapping, and participatory processes.
- Proven record in facilitating multi-stakeholder networks or coalitions.
- Strong knowledge of gender-transformative approaches and climate justice frameworks.
- Excellent facilitation, communication, and analytical skills.
- Fluency in English; proficiency in Lao/local language is an asset.

7. Application Submission Requirements

Interested consultants should submit their applications to Lao.contracts@care.org by **21st October 2025**. Please indicate "Consultant – Establishment and capacity strengthening of CSO Networks on Climate Change and Gender Justice" as the subject heading.

Applications will be evaluated based on the following criteria:

- CV
- Cover Letter
- Financial proposal